

## TRANSFER PROCEDURES FOR LICENSED EMPLOYEES

Employees who would like to transfer to another school or department within the district should complete the following Employee Transfer process no later than Friday, March 31<sup>st</sup>.

Visit the UCPS Human Resources Website at <https://www.ucps.k12.nc.us/Domain/2794>

Click “Employee Transfer Application Survey” on the left side of the page.

Complete and submit the *Employee Transfer Application Survey* by clicking this link.

Principals of High Priority Schools will have from Monday, January 30<sup>th</sup> – Monday, February 27<sup>th</sup> to contact transfer applicants. Transfer applicants will be made available to all other principals by Wednesday, March 1<sup>st</sup> 2023.

High Priority / Focus Schools	
Benton Heights School of the Arts (Focus/HP)	Rock Rest Elementary School (HP)
East Elementary School (Focus/HP)	Rocky River Elementary School (HP)
East Union Middle School (Focus/HP)	Sardis Elementary School (HP)
Forest Hills High School (HP)	South Providence (HP)
Marshville Elementary School (Focus/HP)	Union Elementary School (Focus/HP)
Monroe High School (Focus/HP)	Walter Bickett Elementary School (Focus/HP)
Monroe Middle School (Focus/HP)	Western Union Elementary (Focus)
Shiloh Valley Elementary (Focus)	Wingate Elementary School (Focus/HP)
Shiloh Valley Primary (Focus)	Wolfe School (HP)
Parkwood Middle School (Focus)	
Porter Ridge Elementary (Focus)	

### Guidelines for Principals

- Principal must have a posted open vacancy
- Principal must contact the supervising principal before engaging potential transfer candidate
- Principal must interview the potential transfer candidate
- Principal must submit a PVF / PAR
- Principal must wait for approval before the potential transfer candidate can begin at the new school

### Guidelines for Teacher Transfers

- Teacher transfer must be on the transfer list by the appropriate due date
- Teacher must communicate with current supervisor regarding intent to transfer
- Teacher must interview for the position

### Additional Transfer Guidelines

- No Mid-Year transfers will be permitted
- Principals should not reach out to employees or other principals regarding a transfer
- Teachers seeking a transfer should not reach out to administration at other schools with vacancies for a transfer
- Teachers may not resign in exchange for a transfer
- Transfers will not be supported before the transfer period or after the transfer period has expired once the school year has started.
- During the transfer period, Human Resources will provide principals with a list of all approved transfer applicants. Principals may contact applicants via email to arrange telephone or virtual interviews after the current principal has been contacted. Once the principal verifies that the candidate meets all transfer eligibility requirements for a vacant, allotted position, he or she may then make the recommendation to the Human Resources Department and fill out a Personnel Verification Form (PVF) to link the transferring employee to the vacant, allotted position.

**The deadline date for the transfer period is Wednesday, May 31<sup>st</sup>, 2023.**

If a transfer is not completed by the deadline date, the employee will remain in his or her current assignment for the upcoming school year. The following categories of employees are **ineligible** to apply for a transfer:

Employees who are currently in their first three years of employment with UCPS

**Note:** The current year may count as the third year

Employees who are currently assigned a Mandatory, Monitored, or Directed Growth Plan

Employees in interim assignments

Employees at a High Priority School who have less than three years of service at that school

The Transfer Period is for Licensed Teachers

The Human Resources Department reserves the right to make reassignments as needed due to budget impacts, fluctuating enrollment figures, program modifications, critical needs, and/or other extenuating circumstances. The Human Resources Department may also limit the transfer of employees from specific schools based on student needs. Please direct questions regarding transfer procedures to [lillian.rorie@ucps.k12.nc.us](mailto:lillian.rorie@ucps.k12.nc.us)